



ATTACHMENT - 2.H-13.d
Removal of Radiation Hold by Others

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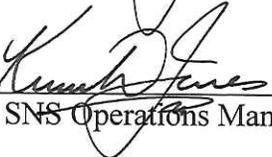
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SNS OPM Procedures in which this Attachment is used.		
2.H-13		

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials
_____	_____	_____	_____
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Approved:  03.21.2016
RAD Division Director Date

Approved:  03.21.2016
SNS Operations Manager Date

Approved:  3/16/2016
SNS Radiation Safety Officer Date

Approved:  3-16-16
RAD Accelerator Operations Manager Date

Approved:  3/21/16
RAD Mechanical Systems and Operations Group Leader Date

Approved:  3-16-2016
ISD SNS Instrument Operations Manager Date

Contacts: [Don Gregory](#) (SNS Radiation Safety Officer)
[SNS-OPM Editor](#)

SNS_OPM 2.H-13.d
Removal of RS Hold by Others
(See instructions on next page)

1. Name on RS Hold Tag _____ Date _____ Time _____
Applied Applied
2. RS Hold Tag Number _____
3. Reason for Removal (including if equivalent RS Hold has been applied)
- _____
- _____
- _____

4. If the **originator of RS Hold is contacted**, the SNS RSO shall **complete** the following:
(Please initial)

- 4a. _____ I have reviewed the reasons for applying the RS HOLD and any “Special Removal Instructions” noted on the RS HOLD Log Sheet, ([SNS-OPM-ATT 2.H-13.b](#))
- 4b. _____ RS HOLD removed by _____ with telephone authorization from _____ who was the originator of the RS Hold, and with appropriate management approval
- 4c. SNS RSO (sign) _____ Badge No. _____
- 4d. Authorized Person ^ε (sign) _____ Badge No. _____

5. If the **originator of the RS Hold cannot be contacted**, the SNS RSO shall **complete** the following (under the “**Three Person Rule**”):

- 5a. _____ I have reviewed the reasons for applying the RS HOLD and any “Special Removal Instructions” noted on the RS HOLD Log Sheet, ([SNS-OPM-ATT 2.H-13.b](#))
- 5b. _____ An attempt to contact the originator of the RS HOLD was made.
- 5c. _____ A written message was sent to the originator of the **RS Hold** and their supervisor or group leader.
- 5d. _____ The “Three-Person Rule” was used to remove **the RS Hold Yellow Tag and Lock**. (see signatures in items 5f, 5g and 5h)
- 5e. _____ The **RS Hold Lock and Key** was returned to the RS Hold Lockout station in the CCR **or** the key could not be found, and the lock was cut-off.
- 5f. SNS RSO (sign) _____ Badge No. _____
- 5g. Appropriate Management ^h (sign) _____ Badge No. _____
- 5h. Authorized Third Person ^ε (sign) _____ Badge No. _____

Instructions for Completing this Form:

Always complete Items 1 through 3 on this form.

If the **originator of the RS Hold is contacted**, then complete Item 4 on this form. (Note that two people are required to perform the removal in this case.)

If the **originator of the RS Hold cannot be contacted**, then complete Item 5. (Note that the “**Three-Person Rule**” must be followed to perform the removal in this case.)

^b Appropriate Management:

- “Accelerator Management” (for Accelerator and Beam Test Facility (BTF) applications)
 - RAD Accelerator Operations Manager,
 - RAD Accelerator Operations Coordinator, and
 - PPS Test Director (for BTF and accelerator certifications only which includes TPPS).

- “Target Management” (for Target applications)
 - RAD Mechanical Systems and Operations Group Leader,
 - RAD Target Operations Shift Technician Team Leader, and
 - PPS Test Director (for target certifications only which includes TPS).

- “Instrument Management” (for Instrument applications)
 - ISD SNS Instrument Operations Manager,
 - ISD Instrument Hall Coordinators Team Leader, and
 - PPS Test Director (for instrument beam line certifications only).

^c “Authorized Person” - Besides the required members (the SNS Radiation Safety Officer (RSO) and one member from the appropriate Management), the other person may only be from among the following groups of appropriately trained individuals:

- Appropriate Management,
- RAD Control Room Shift Supervisors (for Accelerator applications),
- RAD Control Room Accelerator Specialist (for Accelerator applications),
- RAD Target Operations Shift Technicians (for Target applications),
- ISD Instrument Hall Coordinators (for Instrument applications),
- Protection Systems Team Engineer,
- Physicists or engineers who are the Subject Matter Experts for the system in question.